KYVU Coordinators Forum
February 24, 2006; 1:30 – 3:30 p.m.
Council on Postsecondary Education Conference Room A and V-tel Session

Attendees:
Beth Laves, WKU KYVU Coordinator
Bill St. Pierre, EKU KYVU Coordinator
Bruce Williams, Elizabethtown Community & Technical College eRMA KCTCS Diva
Cathy Day, Southeast Community & Technical College eRMA KCTCS Diva
Charles McGrew, CPE Information and Research
Chela Kaplan, KyEducators.org, Educ. Prof. Standards Board KYVU Coordinator
Connie Bolin, CHFS Office of Human Resources Training KYVU Coordinator
Della Pack, Big Sandy Community & Technical College eRMA KCTCS Diva
Diane Garrison, KSU KYVU Coordinator
Enid Wohlstein, Director of KYVL
Gene Kleppinger, EKU staff
Gwyn Sutherland, Elizabethtown Community & Technical College eRMA KCTCS Diva
Jesse Silver, Ashland Community & Technical College eRMA KCTCS Diva
Jimmy Wright, Big Sandy Community & Technical College eRMA KCTCS Diva
Josh Smith, JCTC eRMA KCTCS Diva and UCAN/CollegeNOW project staff
Karen Gibson, Southeast Community & Technical College eRMA KCTCS Diva
Kim Bloomfield, Maysville Community & Technical College eRMA KCTCS Diva
Michelle Minter, EKU KYVU Coordinator
Myk Garn, CPE Academic Affairs, Distance Learning Steering Team
Norma Northern, KYVU Chief Operating Officer
Paige Brooks-Jeffiers, KCTCS eRMA SuperDiva
Randolph Hollingsworth, KYVU Director of Product Development
Pam Wilson, WKU KYVU Coordinator
Robert Wyatt, WKU KYVU Coordinator
Sandra Gussler, Ashland Community & Technical College eRMA KCTCS Diva
Shelly Reid, University of Louisville
Tammy Kaelin, Sullivan University KYVU Coordinator
Terry Patterson, Morehead State University
Tim Anderson, Project Manager, LETky.org, Criminal Justice Training KYVU Coordinator

KYVU Coordinators Who Could Not Attend:
Carol Schroeder, TIPP, Interdisciplinary Human Devt. Institute
Crystal Riley, Murray State University
Dan Connell / Michael Judge, Morehead State University
Gale Rhodes / Joni Allison, UofL
Gary Cox, AIKCU
Jeanne Olivas, Office of Government Training
Linda McAuliffe, Mental Health/Mental Retardation
Harold Kleinert, Interdisciplinary Human Development Institute
Sandra Kestner, KY Adult Education, Professional Development
Stuart Johnston, KY Adult Education, Program Support Services
Susie Edwards, Vocational Rehabilitation
Ruby Stevens, KVHS for KYVU4K12.org

Welcome and Introductions
The meeting started at 1:30 with a welcome from Randolph Hollingsworth (KYVU) and short description of the purpose and agenda. The attendees, both in person and at a distance, then introduced themselves.

KY Virtual eLearning Portal (continued)
Hollingsworth observed that there were still some Spring 2006 semester-based academic courses that were set in the "open" status (still showing for online requests for registration) even though clearly the window for registration in that term had closed:
>EKU – 2 sections
>MoSU – 4 courses
>MuSU – 9 courses
>NKU – 1 course
>UofL and WKU – nearly all still open

She reminded the attendees that this "open" status for courses already started is confusing to students who use the KYVU Course Catalog. Leaving the course sections "open" allows for requests to come into the system even if there is no intention for that request to be fulfilled that term. In the statistics used to measure the KYVU services and partnerships, the additional requests – even after the registration period is over – are counted in relationship to the actual enrollments. (For information on how to use eRMA, see the handout from the meeting in Appendix A.) Hollingsworth added that this issue of the use of eRMA data will be explored more with Charles McGrew later in the meeting.

KYVU Course Catalog
The attendees were invited to answer the question, "How do you use the KYVU Course Catalog and why?" After clarification of the relationship between eRMA and the KYVU Course Catalog, there was a good exchange of ideas. Several partners responded that they include in the KYVU catalog every online course they offer. Others said they will send their institution's students to the KYVU Course Catalog when their own courses are already full – and that it is often easy to locate courses and programs. Most use the KYVU Course Catalog to display for their potential students additional information not normally found on their own websites, e.g.,
- o   textbooks required,
- o   information about proctored exams,
- o   start/end dates particular to that course for that provider,
- o   introductory information about projects for collaboration,
- o   program/course contact information

Several KYVU Coordinators and staff agreed that the process for entering the course data is very cumbersome. Some suggestions for improvement are:
- o   show the limit of characters in the text areas (if the users goes over the limit, eRMA does not indicate the problem, simply throws a SQL error)

- cluster those fields that are required so that users can fill out those quickly (especially needed for those who will never display their courses in the catalog)
- add a new field near the textbook information (open text area) so to add additional information about alternative ways to purchase the required texts (e.g., don't have to use just print version as identified in the ISBN) or to describe other types of required materials, e.g., WebTutor software
- Notes area needed for secondary delivery format so to have other information, e.g., a materials kit to be mailed out
- Perhaps more than one CMS is being used for the course, e.g., ANGEL and something else – so an additional CMS field is needed

It was requested that the Topic field (currently just in eRMA for entry by users) be displayed on the website when the course description displays.

Hollingsworth indicated that currently the KYVU has two systems that feed course information directly in to eRMA – one of which is web services [i.e., KyEducators's interface with LTTS and KYVAE's interface with PDtrack]. It is our hope that more of our partners utilize this secure and efficient service.

Charles McGrew introduced himself and described the work he does with CPE data and the statewide Comprehensive Database Committee (see members in Appendix B) which is meeting in March. He encouraged the KYVU Coordinators to relate the information they place in the KYVU course catalog to their own institutional research efforts. In addition, KYVU Coordinators should be aware of the Distance Learning Steering Team's work on defining distance learning courses (see DLST info and minutes at http://unity.kctcs.edu/docushare/dsweb/View/Collection-5139) and the need for CPE to get more information about all distance learning courses. In particular, there has been some discussion in DLST about tracking for each academic online course how many synchronous sessions are required (e.g., proctored exams) and where are these sessions located (e.g., at selected sites, on campus only, via V-tel or webconferencing). More information on this will be developing over the next year or so. Keep in touch with your DLST member representative and your Comprehensive Database Committee member.

The group reviewed the handout "Key Descriptors in eRMA for Reporting" (see Appendix C). The general reaction was good. McGrew agreed that the current policy of collecting "Virtual" Term headcounts on the fiscal year (July 1 to June 30) and reporting that figure in the ensuing Fall Headcounts is acceptable for CPE data collection. Additional discussion regarding current functionality of eRMA surfaced, and the notes above attempt to capture the gist of this information.

Hollingsworth also directed the group to the latest CPE Accountability Report (download it from http://cpe.ky.gov/planning/statusreports/05accreport.htm) and how the KYVU's myriad initiatives in partnership with the KYVU Providers will be measured in relation to the 5 Questions in the Public Agenda.

KYVU Marketing Committee
As per the decision at the last KYVU Coordinator Form, Sue Patrick placed the KYVU on the February meeting agenda for the CPE Public Relations Officers (PROs). Sue led the conversation on the KYVU-VL marketing needs heightened recently by several KYVU Partners' requests for support. Hollingsworth reported that the PROs discussion primarily revolved around the CPE's current series of meetings on the mission and future of the KYVU, and the PROs decided that they would not, at this time, take on a marketing campaign to recruit new students via the KYVU website.

Hollingsworth informed the KYVU Coordinators that the CEO, Allen Lind, would like to address the various partner's requests for marketing in the immediate future though on a smaller scale for now. An easily accomplished solution would be to feature the latest initiatives by our Partners on the KYVU website's homepage. With the oversight by the respective Provider's PROs representative, Hollingsworth would work with the KYVU Coordinators to place an "ad" on the homepage that gave more information about a particular program or course being featured. This "ad" would include the Provider's logo and a blog (via the KYePortfolio) for student comments. Different ads would display each time a user came to the website. The general consensus voiced by the attendees was positive. Hollingsworth asked the attendees to think about this and contact her if interested in volunteering to try out this concept and submit it to Mr. Lind for approval.

KYVU Strategic Planning
Hollingsworth described the current activities for the KYVU Strategic Planning process implemented by Allen Lind in collaboration with CPE staff across all the units. She asked that each of the KYVU Providers continue to be involved on a regular basis, and announced that the KYVU Ops meetings (currently held with only two Providers on a weekly basis: KCTCS and EPSB -- and one Provider on a monthly basis: KYAE) will expand to include one-on-one meetings with all KYVU Providers on a monthly basis. A call for meeting times/dates will soon be issued for the KYVU Coordinators to review.

Regarding the past events in this process, the KYVU has held several meetings with different constituents. With the help of the EKU Facilitation Center, the KYVU held one large session on November 18th with all the KYVU Provider staff and workgroups, DLAC & DLST members, KYVL workgroups (including KYVU Distance Learning Librarians), and related state administrators not currently using the KYVU. Several other focus groups were held: CPE Senior Staff met on December 16th; small groups of KYVU faculty and students met separately on February 17th; and the KYVU senior staff met on February 22nd & 25th. Results are still being tabulated and analyzed from these meetings.

Myk Garn, CPE Academic Affairs, explained the role of the CPE's Distance Learning Steering Team (DLST) in the process and its relationship as a workgroup of the CPE's Distance Learning Advisory Committee (DLAC). Hollingsworth directed the attendees to see the handout list of DLST members (see Appendix D) and DLAC members online at <http://apps.cpe.ky.gov/committees/members.asp?cc=C111>. Garn explained that

there have been a few meetings of a sub-group of the DLST to craft the document that will be presented as a recommendation to DLAC at the March 22nd meeting. Input is still welcome from any KYVU partner who wishes to participate in this sub-committee. It is anticipated that DLAC will take some action in regards to the KYVU at the March 22nd meeting. The KYVU's response to the Special Committee for the Southern Association for Colleges and Schools (SACS, Kentucky academic institutions' regional accreditation body) is due April 1st.

Next Meeting
The next KYVU Coordinators Quarterly Forum will take place in May or June, depending on availability of most KYVU coordinators.

Respectfully submitted by
Randolph Hollingsworth, KYVU
March 7, 2006

APPENDIX A
eRMA – KYVU's eLearning Resource Management Assistance

In the KYVU initiative, there are at least three interrelated online environments:
- The website, www.kyvu.org, where basic information is found, including help contact information for KYVU Call Center and 24/7 basic computer help.
- The KY Virtual eLearning Portal and ANGEL course management system where you and your students can craft online communication environments (coordinators can create courses or groups, and students can create informal groups in ANGEL).
- eRMA, the KYVU eLearning Resource Management Assistance software, which holds the course enrollment information as well as learner demographic information for authorized users to access, edit or pull reports.

KYVU's eRMA supports online registration, single-sign-on to multiple systems, course catalog displays, management of learners' and instructors' enrollment information, and report generation. Some KYVU providers may have more environments than above, depending on their contractual arrangements with the KYVU. eRMA integrates our course management systems (ANGEL, WebCT) and online products (PLATO, WIN, LiteracyLink, Learning to Teach With Technology) with our Kentucky Virtual eLearning Portal.

Each KYVU provider's instructors and coordinator can create or edit any new programs, courses or user accounts in ANGEL they want. (If the provider wishes to create separate sub-providers in order to help organize how their users are enrolled, please call the Call Center to make this request.) eRMA primarily works to display course and program offerings on the KYVU websites, provide course-specific types of registration (including eCommerce), enroll and dis-enroll learners and staff, allow access to the portal, and to pull regular and customizable reports for authenticated users.

There are two basic profiles of authenticated users who can access eRMA: instructor and coordinator. Each provider determines who has which profile. This document serves as an orientation to these two profiles, and we encourage you keep in touch with the KYVU Call Center staff as you and your colleagues work in eRMA.

Common Tasks for Instructor in eRMA

Manage Programs
- Read Program Information – the way by which your coordinator can bundle the courses appropriately in the KYVU website for online catalog viewing and registration (if appropriate)

Manage Courses
- Create a Course and Course Section
    - Determine course ID and correct course management system used

    - Enter Course Description, including the following:

        a) course status is to be set to:
        - Active = the course is available for registration (whether from within eRMA or from online registration; it may also serve as a message to Call Center to display the course on website after a section is opened. Courses with *"active"* status along with *"open"* section status and *"display"* box checked allow for online

registration. **NOTE:** if the section is "closed" but the course "active" then the course information will display but not allow online registration.
- Inactive = message to Call Center not to set the open section to display on the website for information or enrollment purposes (e.g., a DEV course shell)
- Under Revision = message to Call Center and KYVU Coordinator that the instructor is still working on this course description.

b) co-requisite with another course (this means the new course will be placed in the registrant's EduCart if the other course is chosen)

c) term setting
- Virtual, if no academic credit is associated with it (usage based on fiscal year)
- current and future semester terms: these settings are used for our providers who offer academic credit for their online courses; this setting allows you to gather your learner reports in eRMA based on specific semester terms; students enrolling in courses from our "Academic" providers will be placed automatically into a "pending" mode and by the end of the semester term the course is "closed" by the Call Center; since this does not change the student's enrollment status the course remains on his/her portal until 2 semesters have passed – at which time the course is removed from the KYVU server. **NOTE:** the Call Center staff requests that our providers who identified as "Agencies" or "Continuing Education" provider types NOT use these academic term settings.

NOTE: If you have course descriptions or course sections already filled out, and you simply want to start a new one with a few differences from a previous one, use the "Clone this Course" or "Clone this Section" feature. In the Course List area, click on the course title you want to use as a template for a template and choose "Clone this Course." Or, if you wish to use one of your sections as a template for new one for that particular course, choose "View Sections" in the Course List area and then "Clone this Section."

- Submit to Coordinator for approval before being sent to KYVU Call Center for display. Upon receipt of an auto-email, the coordinator then reviews the section and chooses to "Approve" or "Return for Revision". Once the section is approved by the coordinator, the status shows "Sent to KYVU;" and once the KYVU Call Center reviews all required course fields for completion, the section status should show "Open."

- Create a Group
This functionality is useful when you want to create a courseID for a Group in ANGEL so that it can serve as a co-requisite for other courses and thereby gather a unified roster of your registrants for recruiting or retention communication purposes.
- Follow the same steps as creating a course, and don't forget to create a section (the instructor area should remain blank since eRMA cannot yet insert the instructor into an ANGEL group)
- Create a Group in ANGEL – you will find this option under the nugget "Community Groups" – and name it the same as in eRMA. Enter your newly created Group and click on the "Tools" tab. Find "General Group Settings" under the Group Settings nugget, and copy the SectionID – it should look something like this "GROUP-040123-124037-GAR." Send an email with this unique SectionID to the KYVU Call Center <kyvu@kyvu.org> requesting that your new group be tied to the eRMA CourseID you created in the first step of this process.

- Edit Course and Section Descriptions
  Once the course is approved by the Coordinator and a section created – before the section is opened (i.e., the coordinator submits it to KYVU), the instructor needs to
      o associate the course with a particular program
      o add instructors to the correct sections

    Course and Section Settings
    - Active = KYVU Call Center should display the course section on the website
    - Inactive = the course will not be displayed for online search or registration
    - Cancel = section not offered for some reason but not to be deleted
    - Close = the course (if active) will show up on the website but not allow registrations
    - Delete = KYVU should get rid of the course shell from the CMS (the class tally and
         related student enrollment information remains in eRMA for reporting purposes)
    - Pending = not ready for information to be displayed
    - Return for revision = KYVU Call Center or Provider Coordinator noticed that a
         particular description field was not filled in
    - Request Course Shell = KYVU Call Center needs to create a course shell
    - Request to Open = KYVU Call Center knows that because the course shell now has
         content in it and is ready for enrollment; if the course setting is "Active," then the Call
         Center staff will make sure that the website displays the course information

Manage Learners
- Create New Accounts, inc. guest accounts
- Change Learner Enrollment Status
    The following statuses do not appear in KYVU headcounts:
    - Administrative drop = dropped for non-payment
    - Cancelled by provider = student had been enrolled in a class roster that was
         cancelled before the course started, e.g., minimum enrollees count not attained
    - Denied by provider = class is closed or student can't get in because
         he/she did not meet course requirements
    - Did not enroll = an error in recording request for registration for a particular course
    - Pending = KYVU call center is waiting to hear from provider to enroll student OR
         student's eCommerce transaction is incomplete
    The following statuses are included in KYVU headcounts:
    - Enrolled = provider requirements met and request for enrollment is allowed
    - Withdrawn = enrolled but did not attain completion of course requirements
    - Completed = enrolled student of a PD course completed course requirements
- Verifying demographic and enrollment data
- Running reports re enrollment status of selected learners

How to Create a Single Enrollment into a Course or Group via eRMA
1. Upon login, from within the KY Virtual eLearning Portal, click on "Access eRMA".
2. From the main menu, click on "Manage Learners."
3. From the "Manage Learners" menu, click on "Manage Learners."
4. If a new learner, enter the required fields (those marked * on the learner enrollment form). If the learner has previously enrolled in any KYVU course, click on the "Search" button and use any one of the fields as a way to search for his/her account, press the "Search" button and choose the name of the learner you wish to enroll. Then click on the "Submit" button at the bottom of the form.
5. Click on the "Enrollment" tab.
6. Select the correct provider for which to select a class, from the dropdown box. Click "Next" button.

7. Select the course, the fee status, and the course enrollment status ("Enrolled"). Click "Next" button.

How to Change a Learner's Enrollment Status via eRMA
Follow steps 1-5 above. In the "Course List" area, click on the enrollment status of the particular course you wish to change. Click on the arrow for the drop-down box and select the new enrollment status, then press "Submit." The enrollment status change is recorded in the enrollment history.

How to Batch Enrollment Request Status Change into a Course or Group via eRMA
1. Login to the KY Virtual eLearning Portal, click on "Access eRMA" then "Manage Learners"
2. From the "Manage Learners" menu, click on "Batch Enroll Status Updates".
3. Select the provider from the dropdown box.
4. On the remaining items:
   a. Select a term (NOTE: "Virtual term" is for non-academic-credit, PD or CEU courses only)
   b. Un-select "Generate e-mails" if you do not want e-mails to go out to the enrollees.
   c. Select the type of delimiter that you are using to separate the fields, e.g., comma.
   d. Select the course and section into which to enroll learners.
   e. Paste the information from the text file into the text area. Then click on "Refresh Data".
   f. Select the items in the dropdown boxes that correspond to the order of the data items you are pasting. Click "Submit."

Manage Reports
- Class Tally/Rosters (searching all registrations and enrollment information for your learners), e.g., if you want a quick look at enrollment statuses in a particular course
- Learner Enrollment Reports (searching across all rosters and all registration demographic information for strategic reporting purposes), e.g., if you want to know how many registrants from a particular county registered for a particular course in a certain time period, you would:
   o *show* last,first name
   o *filter* mailing county
   o *filter* host provider (if needed, since some providers have multiple sub-providers)
   o *filter and show* course information
   o *filter and show* enrollment status
   o *filter and show* last enrollment update (to get enrollments within 2 given dates)
- Course Details Report – if you want a quick look at the number of your courses with specific course or section identifiers, such as:
   o similar course status, e.g., Pending, Active, Deleted, Inactive, Open, Sent to KYVU
   o all courses offered by the provider (or by sub-provider) by term
   o all courses offered by the provider (or by sub-provider) by program

Common Tasks for Coordinator in eRMA

All of the above but also can "Submit to KYVU" when approving the information entered by an instructor. In addition, the coordinator has the ability to do the following:

Manage Programs
- Create and edit Program Information so to bundle the courses appropriately in the KYVU website for online catalog viewing and registration (if appropriate)

Manage Instructors

- Create new instructor accounts (need the first/last name and email address – can also tie the instructor account to a previous learner account or craft learner account from this instructor account) and set particular roles in eRMA:
    - coordinator = can update programs, courses, instructors, learners, can query for an read reports
    - sub-provider coordinator = all of the above for his/her particular sub-provider environment only
    - instructor = read-only rights for programs, learners and reports, can update courses
- Deactivate roles if a particular account has more than one role
- Delete accounts (if an instructor account is tied to a learner account, then both are deleted); NOTE: if the instructor is associated with more than one provider, then his/her account will not be deleted until the KYVU Call Center confirms that the other provider also requires that this account be deleted.

Manage Courses

While the coordinator can create and edit courses as described above, the coordinator's unique role is to review submissions by the instructor and then:

- approve the information by selecting "Submit to KYVU" in the bottom drop-down box
- edit the information and then select "Submit to KYVU"
- return the course or section to the instructor for revision

As you work with the KYVU Call Center to set up your courses for

- development (never to show on the website or to allow student enrollment)
- enrollment from eRMA only (you can choose to display the course description on the KYVU website or not – either way, the online self-registration for the course is not allowed)
- enrollment by the KYVU EduCart and from eRMA (you can use the KYVU eCommerce functionality by contacting Norma Northern, KYVU Interim CEO, to get your account set up)

keep in mind the following descriptions for each of your course sections. There are four combinations in reference to "Display" and "Open:"

- ❖ Display box checked by KYVU Call Center + "Open" = section is displayed on the KYVU website and available for online registration via the KYVU EduCart
- ❖ Display box not checked + "Closed" = section not to be displayed and not available for online registration
- ❖ Display box not checked + "Open" = section not to be displayed and not available for online registration; enrollment is allowed only via eRMA by authenticated provider users
- ❖ Display box checked + "Closed" = section information to be displayed on the KYVU Website for informational (e.g., marketing) purposes only and not available for online self-registration.

Also, keep in mind that the KYVU has three Provider Types. Each of our providers have been defined by one of these provider types, however any provider may choose to identify a particular course offered as a different provider type depending on their needs. The three Provider Types are:

- ❖ **Academic:** for academic institutions who want the automatic "pending" mode for all registrants and for their courses to be removed by the end of two semester terms. NOTE: The Call Center will close the course by the end of a particular semester's enrollment period, however this does not change the students' enrollment status – they either stay in "pending" or "enrolled" mode in eRMA – and for the successfully enrolled student this means that – unless the teacher hides the course from within the ANGEL environment – the course remains on their portals until the requisite two semesters have passed. The KYVU will send a list of courses designated to be purged to the provider's KYVU Coordinator at the beginning of spring and fall semesters. The provider KYVU Coordinator will

notify instructors that they have a three-week grace period to archive those courses. The purging of courses from the CMS servers should occur approximately one month after the beginning of the spring or fall term to allow for system usage to subside from the usual peak it experiences at the beginning of the term. It is the responsibility of the provider to send all updates of student enrollment statuses to the KYVU Call Center. This means that by the end of the term, the class rosters should include only the following statuses:

- o Administrative drop
- o Cancelled by provider
- o Denied by provider
- o Did not enroll
- o Enrolled
- o Withdrawn

❖ **Continuing Education:** for academic institutions offering CEUs in a fiscal year and who do not wish to utilize the normal KYVU interfaces for enrollment and update purposes, e.g., because they are using the KYVU EduCart eCommerce feature and wish to allow successful registrants to gain immediate access to the course material for which they paid. This bypasses the normal "pending" status that is usually placed on academic providers' students requesting registration. Courses/groups not associated with learners are to be assessed by the providers as to whether or not to be retained in database. KYVU will send a list of courses/groups designated to be purged to the provider's KYVU Coordinator on June 1 of each year. Those not explicitly requested to be retained will be purged by the end of each fiscal year (i.e., by June 30). The provider's KYVU Coordinator will notify instructors that they have a three-week grace period to archive any course or group flagged for purging. It is the provider's responsibility to maintain integrity in enrollment. This means that by June 30), all rosters for Continuing Education providers will include only the following statuses:

- o Completed
- o Withdrawn
- o DNE (Did Not Enroll)

❖ **Agencies**: for those KYVU partners who are utilizing KYVU infrastructure and services and their courses fall outside traditional academic terms. The courses from this provider type will always be associated with the "Virtual" term. Courses/groups not associated with learners are to be assessed by the providers as to whether or not to be retained in database. KYVU will send a list of courses/groups designated to be purged to the provider's KYVU Coordinator on June 1 of each year. Those not explicitly requested to be retained will be purged by the end of each fiscal year (June 30). The provider's KYVU Coordinator will notify instructors that they have a three-week grace period to archive any course or group flagged for purging. It is the provider's responsibility to maintain integrity in enrollment. This means that by the end of each fiscal year (i.e., by June 30), all rosters for Agency providers will include only the following statuses:

- o Completed
- o Withdrawn
- o DNE (Did Not Enroll)

CPE Comprehensive Data Base Committee

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APPENDIX C
Key Descriptors in eRMA for Reporting

Program descriptors
- CIP code (match program codes in CPE program database)
- deleted (programs no longer supported via KYVU)
- displayed or not displayed
- % courses in program offered via KYVU
- degree/credential awarded

Course descriptors
- Active, Inactive, Under Revision
- Term (semester or virtual)
- Credits & Credit Type
- Alternative Credits & Credit Type

Course section descriptors
- Maximum enrollment (cap)
- Tests online at specific dates/times &/or proctored
- Other synchronous sessions
- Secondary delivery format
  (currently cable, CD, compressed video, internet, videotape)
  (new dropdown list to include instructions for the user to choose which "delivery device other than the CMS below is most often used by learners enrolled in this course" = audiotape, broadcast TV, CD-ROM, compressed video, DVD/videotape, ePortfolio, mobile device/PDA, satellite TV, webconferencing
- {*New Field?* Digital publisher content used (e.g., KET telecourse, Encyclomedia, Addison Wesley/Benjamin Cummings Publishing, Aspen Publishers, Aventa Learning, Class.com, Delmar Publishers, Ed2Go, EMC/Paradigm, ElementK, Fairchild Publications, Florida virtual School, Houghton Mifflin College Division, LearnKey, Lippincott Williams & Wilkins, Milady Publishing, My MathLab/Addison-Wesley, Pearson Custom Publishing, Pearson Education, Prosoft Learning Corp., Thomson South-Western Pub., TestOut.com, Thinkwell.com)}
- {*New Fields near textboxes regarding synchronous sessions required?* # onsite classes required; # proctored exams required; # other synchronous events required}
- Platform type
  (current dropdown list = ANGEL, ConnectedLearning, Eduprise, Blackboard, Other, PLATO, Prometheus, TopClass, WebCT)
  (new dropdown list = ANGEL, Connected Learning, Blackboard, ESL/Civics, LiteracyLink, Learning to Teach with Technology Studio, Other, PLATO, WebCT, WIN)
- CMS & URL
- Section Type: Online or Online No display
- Section Status: Cancel, Close, Delete, Pending, Return for revision, Request Course Shell, Request to Open, Open

Learner Profiles
- Enrollment status: administrative drop, cancelled by provider, denied by provider, did not enroll, pending, enrolled, withdrawn, request for final review, completed
- Demog info: mailing county, gender, ethnicity, high school, GED, adult learning center, childcare provider employer

<div align="center">

APPENDIX D
Distance Learning Steering Team (DLST)
of the
CPE Distance Learning Advisory Committee (DLAC)
<http://www.cpe.ky.gov/committees/dlac/default.htm>

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For information on DLST, see
http://unity.kctcs.edu/docushare/dsweb/View/Collection-5139

CPE Representation
Jim Applegate, Academic Affairs
Myk Garn, Academic Affairs
Stuart Johnston, Kentucky Adult Education
Al Lind, Kentucky Virtual University
Enid Wohlstein, Kentucky Virtual Library

Postsecondary Institutional Representation
Carole Beere Northern Kentucky University
Rick Chlopan, KCTCS Central Office, representing
        CPE's Postsecondary Education Technical Advisory Committee (PETAC)
Rich Boyle, Eastern Kentucky University
Dan Connell, Morehead State University
Sandy Cook, Kentucky Community and Technical College System (KCTCS)
Gary Cox, Association of Independent Kentucky Colleges & Universities (AIKCU)
Norman Pedigo, University of Kentucky
Terry Magel, Kentucky State University
Gale Rhodes, University of Louisville
Rob Wyatt, Western Kentucky University
John Yates, Murray State University

State Agency Representation
Mark Rutledge, Commonwealth Office for Technology
Mike Clark, Kentucky Educational Television
Charlene Davis, Kentucky Department of Libraries & Archives
Donna Clinkenbeard, Cabinet for Health and Family Services
Ann Riggs, Education Cabinet
Chela Kaplan, Education Professional Standards Board
Charles Martie, Office of the State Budget Director
Linda Pittenger, Kentucky Department of Education
Joyce Wogoman, Department for Workforce Investment